



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Project/Stewardship Manager**

The Northcoast Regional Land Trust is seeking a hard-working, organized and collaborative Project/Stewardship Manager for a dynamic nonprofit organization focused on land conservation in northwestern California.

For more information about the Northcoast Regional Land Trust, visit: www.ncrlt.org

Availability: Position available April 1, 2020

Hours: 24-40 hours per week (negotiable)

Pay Rate: \$17-\$23 per hour, depending on experience

Benefits: 13 paid holidays, two weeks paid vacation per year; paid sick leave; eligibility for enrollment in organization's health insurance plan or benefits stipend; up to 3% matching contribution for retirement plan.

Position open until filled. First review date of applications: Monday, March 29, 2021.

Position Summary: Reporting to the Executive Director and working collaboratively with staff, the Project/Stewardship Manager is responsible for the development, implementation, management, and completion of multiple land conservation and restoration projects, as well as building community for conservation by being a key contributor to the communications team.

Essential Job Functions:

1. Land Conservation & Stewardship

- Organize and assist in the initiation, management and completion of land conservation projects including research, grant writing, report writing, field work and mapping for conservation easement projects
- Conduct all activities in accordance with NRLT Standards & Practices, Land Trust Alliance Standards & Practices, and Land Trust Accreditation Commission requirements
- Identify, assess, and map natural resources, vegetation types, other characteristics and land uses to assist in project evaluation, report preparation, and conservation planning purposes
- Obtain, organize, analyze and maintain data and other information regarding resources, management and on-going stewardship activities for specific properties
- Implement annual monitoring and ongoing stewardship tasks for conservation easements including: landowner communications and relationship management; annual monitoring and site visits; responses to landowner requests for approvals or questions on easement terms; identification of actual or potential violations and assistance with managing successful resolution
- Implement annual monitoring and ongoing stewardship tasks for fee title properties including: lessee communication and relationship management, stewardship events, facility upkeep and maintenance and general property management

- Work with landowners, agencies and other partners to identify, fund and develop habitat restoration, enhancement, and related projects
- Work with staff and other conservation partners to identify, fund, and develop conservation planning projects that further NRLT's mission
- Research funding opportunities, write grant applications, track budgets, and oversee reporting for NRLT projects and programs
- Assist in the review and implementation of NRLT planning documents

2. Communications/Outreach

- Work in collaboration with the Outreach and Development Director to create engaging communications telling the story of land conservation to the public through a variety of channels written and audio/visual (including social media, newsletter, website).
- Attend NRLT events; coordinate and/or participate in field trips to conservation properties
- Coordinate and present periodic educational and interpretive events to landowners, project partners and the general public

3. Other duties as assigned

Organizational Responsibilities:

- Attend and participate in relevant staff, Board and/or committee meetings
- Participate in staff development activities/trainings as needed to complete job duties or as required by the Executive Director
- Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers and Board members

Qualifications:

- A genuine interest and enthusiasm for conservation of wild and working lands
- Ability to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
- Preferred minimum four years' work experience in similar position or four-year degree in environmental sciences, natural resource management, conservation biology, or land use planning, ideally within northern California
- Ability to work independently and as part of a collaborative team
- Strong field, research, data analysis, GPS and GIS skills
- Strong written and oral communication skills
- Strong organizational skills
- Strong computer skills including familiarity with relevant computer applications including ArcGIS, Microsoft Office (spreadsheet, word processing), Adobe Acrobat
- A self-starter with a strong work ethic and ability to initiate, track, and follow through on a number of projects on deadline and within budget
- Adaptable to shifting priorities with a strong capacity to evaluate, manage and complete tasks on time
- Familiarity with government agencies involved with the conservation and management of natural resources
- Ability and willingness to represent NRLT interests in public venues, including public speaking
- Experience in grant writing and reporting strongly preferred

- Experience with social media, website management, audio/visual technology, and graphic design programs strongly preferred
- Understanding of, and experience with, conservation easement and real estate transactions strongly preferred
- Understanding of, and experience with, forest and/or rangeland management strongly preferred

Physical Requirements and Travel:

- Able to work on a computer for up to 8 hours a day, including sitting (or standing) at a desk for extended periods; to read a computer screen; and manual dexterity to operate a keyboard
- Available for occasional long days in the field, able to drive long distances to remote locations, and hike in steep and uneven terrain
- Valid driver's license and proof of auto insurance required
- Able to occasionally lift objects weighing up to 30 pounds

Supervision of others:

- May be responsible for overseeing certain volunteers, interns, and staff as directed by the Executive Director

Location:

At NRLT's office in Arcata, California

How to Apply for the Position:

Position open until filled. First review date of applications: Monday, March 29, 2021.

Applicants must submit the following electronically as a combined PDF to d.ehresman@ncrlt.org:

1. Application cover sheet (see attached)
2. A brief cover letter
3. Resume
4. List of at least three professional references
5. Additional supporting documents (OPTIONAL: not to exceed two pages)



NORTHCOAST REGIONAL LAND TRUST

APPLICATION COVER SHEET

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Primary Telephone ()	
Address (Mailing Address)	(City)	(State)	(Zip)	Other Telephone ()
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Project/Stewardship Manager

I understand that this position may require driving and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Start Date (<i>When will you be available to start work?</i>):
How did you hear about this position?	Salary desired for this position:

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant _____ Date _____

Special Considerations: Due to COVID-19, the Northcoast Regional Land Trust's office remains closed to the public with most employees working remotely. Employees in positions requiring the use of the office, as well as employees conducting NRLT business outside their own home, are required to follow NRLT-adopted policy based on Federal, State, and local health guidance including physical distancing, use of a facial covering, and hygiene protocols.